

**Middle Township  
Elementary School #2**  
*“Helping Every Child Achieve Success”*

Parent/Student Handbook  
2018-2019



District Website: [www.middletp.k12.nj.us](http://www.middletp.k12.nj.us)  
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# ***“Helping Every Child Achieve Success”***

## **MIDDLE TOWNSHIP ELEMENTARY #2 BOARD OF EDUCATION**

Dennis Roberts	President
George DeLollis	Vice-President
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Edward Dagney	
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(The Board of Education meets every 3<sup>rd</sup> Thursday of the month.)

## **ADMINISTRATION**

Dr. David Salvo	Superintendent
Robert Johnson	Director of Support Services
Dr. Toni Lehman	Director of Curriculum & Instruction
Diane Fox	Business Administrator
Nancy Loteck	Principal
Melanie Lisitski	Assistant Principal

## **FOREWORD**

This Student-Parent Handbook was prepared to provide parents/guardians with information which will be helpful throughout the year. You are encouraged to read it through in order to obtain an overview of the policies and procedures followed at Elementary # 2. When parents and teachers have a clear understanding of these matters, they are better able to answer children's questions accurately, thus avoiding mistakes and confusion. You may find it helpful to place this handbook in a spot where you can refer to it easily.

Should you have any questions, desire additional information, feel there is a misunderstanding about a school matter or find yourself or your child concerned about an occurrence that has happened in school, please call, Nancy Loteck, Principal, at 465-1827, ext. 2002.

## **MIDDLE TOWNSHIP ELEMENTARY #2 SCHOOL STAFF**

**2018 - 2019**

### **THIRD GRADE TEACHERS**

Nicole DelCorio  
Margie DeLollis  
Lori Fox  
Shannon Hagan  
Roberta Hoffmann  
Julie Moore  
Clare O'Dea  
Andrea Reder  
Kathy Watts

### **FOURTH GRADE TEACHERS**

Matt Benson  
Kathleen Coupland  
Katie Cruz  
Mary Pat Gleason  
Kathy Kehm  
Tory Magnusson  
Ryan Malinowski  
Anne Naticchione

### **FIFTH GRADE TEACHERS**

Laura Caron  
Cynthia Dykhouse  
Kimberly Fiore  
Jennifer Huen  
Christine Law  
Scott Salinsky  
Carrie Sinone  
Susan Vallese

### **SPECIAL AREA TEACHERS**

Janet Biller  
Megan Bramble  
Paul Elco  
Ashlie Evans  
Michelle Hockenberry  
Rick Horn  
Cindy Yenolevich

### **SPECIAL EDUCATION TEACHERS**

Denice Badders  
Mary Ellen Ford  
JoAnn Lambert  
Ellen Muller  
Joseph O'Connell  
Diane Szigeti  
Jill Taylor  
Jay Wynn

### **BSI / INTERVENTION**

Cynthia Arnold  
Christine Dagney  
Karen Ermelin  
Christal Holmes  
Sheryl Rubin

### **PARAPROFESSIONALS**

Melissa Briggs  
Tina Cubernot  
Harlee Fisher  
Susan Germscheid  
Crystal Hatcher  
Stephen Lord  
Pamela Mauldin-West  
Mary Ann Renza  
Joan Standish  
Dottie Sheehan  
Darlene Tschopp  
Erica Waldron-Hawk

### **CHILD STUDY TEAM**

Sandi Garrison-Maund

### **ESL**

Nancy Johnson

### **SCHOOL NURSE**

Nancy Polt

### **SPEECH SPECIALIST**

Morgan Lynn

### **GUIDANCE COUNSELOR**

Lisa Novsak

### **SECRETARIAL STAFF**

Becca Carr  
Aida Rojas  
Doreen Swanson

### **CUSTODIAL STAFF**

Joe Chambers  
Barbara Kardos  
Fern Mozelle  
Jameson Perez

## **THE MISSION OF MIDDLE TOWNSHIP SCHOOLS**

Celebrating the strength of our diversity and the values and traditions of our community, the Mission of the Middle Township

Schools is to provide excellence in education that produces graduates who possess a love of learning and a sense of responsibility, enabling all students to reach their potential and become active, productive members of a dynamic, global society.

### **IMPORTANT TELEPHONE NUMBERS**

MAIN OFFICE	465 -1827	Extension: 2002, 2003, 2004
MAIN OFFICE FAX	463 -1909	
GUIDANCE OFFICE	(Mrs. Novsak)	2010
SCHOOL NURSE	(Mrs. Polt)	2019
SPEECH SPECIALIST	(Ms. Lynn)	2408
CAFETERIA	(Ms. DeCamillo)	2159
CHILD STUDY TEAM	(Mrs. Garrison-Maund)	465-1827, Ext. 2011
TRANSPORTATION	(Ms. DeVico)	465-1852, Ext. 5520

### **SCHOOL HOURS**

- Doors open at 8:50 a.m. **STUDENTS MAY NOT BE DROPPED OFF BEFORE 8:50 a.m.**
- School hours are 9:10 a.m. to 3:30 p.m.
- Early dismissal on half-days is 1:30 p.m.
- Parent pick-up and walker dismissal is 3:20 p.m. (1:20 p.m. on half-days).
- Buses arrive at approximately 3:30 p.m. (1:30 on half-days).

### **BELL SCHEDULE**

- 8:50 Students may enter the building and report to their homerooms or have breakfast in the Cafetorium.
- 9:10 Students should be in homerooms, at which time instruction will begin.
- 9:10 Attendance and lunch counts should be taken in each homeroom. **Students are considered tardy at 9:11 AM.**
- 9:15 First period class begins.
- 3:20 Dismissal for students being picked up, walking home or riding a bike are dismissed from class. Students taking the bus will be accompanied to their appropriate buses. Teachers will be assigned to bus duty on a rotational basis.
- Double bells indicate that all buses have arrived.

### **PARENT PICK-UP AND DROP-OFF**

Parents are requested to use either parking lot. **DO NOT PARK VEHICLES IN FRONT OF THE BUILDING.** This area is used for buses and students' recess.

- **STUDENTS MAY NOT BE DROPPED OFF BEFORE 8:50 A.M.**
- A student is considered late if arriving to school at 9:11 or later. Students arriving late to school **MUST BE** signed into school by a parent/guardian. Late arrivals will adversely affect students' attendance records. Students who are consistently tardy will be referred to the Administrative Office for appropriate disciplinary action which may include an after school detention.
- Students may **NOT** be picked-up before 3:20 unless a written note has been approved by the Principal. Parent pick-ups and walker dismissals are at 3:20; and buses arrive at approximately 3:30. For security reasons, parents picking up their children are to enter the front of the building, sign their child(ren) out in the front office, and proceed to the cafetorium for pick-up. They must then exit through the cafetorium doors.
- Activities and Detentions: Parents must pick up their children by **4:20**. Buses depart at 4:30, at which time all staff members have ended their day. There is no one to monitor your child after the buses have departed. Please be timely.

### **BICYCLES**

Students may ride their bicycles to school provided their parents or guardians write a note indicating their permission. Bicycles should be placed in the bicycle rack (located in the front of the school near the gym) and secured with a bicycle lock. The school will not be held responsible for bicycles that are stolen or damaged. **All students who ride bicycles to and from school, must wear state-approved safety helmets as required by a July 1992 New Jersey State Law.**

### **EMERGENCY CLOSINGS**

On days when it is necessary for school to be closed because of inclement weather or utility failure, announcements

will be made between the hours of 6:00 AM and 8:00 AM over the following radio stations:

WCMC-AM 1230  
WOND-WMGM-FM

WFPG-FM 96.9  
WCZT-FM 98.7

WWOC-FM 94  
WMIC-AM 1340

Additionally, whenever possible, an attempt will be made to contact parents at home through the use of a global phone system. Please make sure the office has the most up-to-date phone number which you use as your contact number.

### **DELAYED OPENINGS**

A 90-minute Delayed Opening Schedule will be put in effect on mornings when it appears as if weather conditions would improve to the point where your children could arrive at school safely, given the extra time. When you listen to the television and/or radio during wintry weather, Middle Township Public Schools will be reported as either “closed” or “delayed opening”.

### **CODE OF CONDUCT**

In order to provide a safe, positive and productive educational environment for all who interact with and for our schools, we pledge to follow the “Middle Township Elem #2 Code of Conduct.”

#### **Respect**

##### ***For ourselves and others:***

As a member of the school community, I will do my best to make a positive contribution while at school or school activities. To show respect for myself and others, I will:

- Present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak.
- Not purposely hurt, offend, verbally or physically attack or belittle another person, even though I may disagree with his or her beliefs, choices and/or behavior.
- Dress appropriately for my environment and activity so as not to embarrass, injure, distract or show disrespect to others or myself.
- Avoid the use of any illegal or harmful substance that is in violation of school policy.

##### ***For authority:***

To show respect in attitude and language to those in positions of authority and responsibility, I will:

- Choose appropriate words.
- Act and speak in a positive fashion.
- Question in a respectful manner.
- Follow directions in a cooperative way.

##### ***For surroundings:***

To show respect for the possessions of others, school and community property, I will:

- Not take things that don't belong to me.
- Not damage, deface, destroy or vandalize any individual's community or school property.
- Properly dispose of trash/waste and recycle when appropriate.

#### **Responsibility**

As a contributing member of the school community, I will accept responsibility:

- For myself in what I say, do and choose.
- To treat others as I would like to be treated.
- To work cooperatively with others.

#### **Honesty**

I will approach all that I say and do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

- Do my own work and not present others' ideas as my own.
- Act in a trustworthy manner, neither lying nor intentionally misleading another.

## Accountability

I understand that, as a member of the Middle Township school community, I am accountable for the choices, actions and decisions I make each day.

## DISCIPLINE

In order to maintain a desirable learning environment within the school, pupils must understand that the authority of the teacher is to be respected. Any teacher stands in authority over any pupil from the time they leave home until the time they return home. Teachers and administration work together on disciplinary problems. Parents can contribute greatly by encouraging their children to participate, cooperate and show respect for authority. When necessary, the following disciplinary procedures may occur:

- Student Conference
- Parent Conference
- Lunch Recess Detention
- After-School Detention
- In-School Suspension
- Out-of-School Suspension

### ***After-School Detention:***

Students can be detained after school for detention. Parents/guardians will be notified in writing twenty-four (24) hours in advance of detention assignments. Detentions run from dismissal until 4:20 p.m. A late bus is provided.

### ***Student Responsibilities:***

- Students are to take teacher or administrative detention notices home and return them the next school day signed by a parent or guardian. If a student fails to return the detention notice, an additional detention will be assigned.
- Students must serve detention(s) on the day(s) assigned unless there is a parental excuse given, at which time another detention date will be issued.
- Students must come to the detention room with work to be completed and a writing implement.
- If a student continually misbehaves during detention, the Assigned Teacher may administer an additional detention.

**Parent Pick up - Parents/guardians picking students up from any after-school activity must arrive by 4:20 PM. Please make every effort to be timely. Buses arrive at 4:30 PM.**

## NON-PERMISSABLE ITEMS

### ***Non-permissible Items on School Property:***

It has been our experience that electronic games, iPods, and iPads have been broken, borrowed, stolen or lost by students. In addition, similar problems have developed with trading/game cards and they, too, should not be brought to school. These situations detract from staff and administrative time as well as disrupt the learning process. Focus is placed upon "who took, did, or sold what" to another student which results in a loss of instructional time. Also, cell phones are not to be used during the school day. All cell phones must be turned off and kept in the student's book bag at all times. The school assumes not responsibility for lost or stolen, electronic equipment for cell phones. game or toys.

## ZERO TOLERANCE POLICY

**Under our district's "zero tolerance", students who fail to comply will be suspended immediately and be subject to involvement with the local Middle Township Police Department.**

## CONSEQUENCES

**The following behaviors are deemed inappropriate at Elementary #2.**

### **INAPPROPRIATE BEHAVIOR (MINOR)**

- Not following directions the first time
- Disrupting the classroom
- Inappropriate language (swearing)
- Verbal insults, name-calling
- Damaging/defacing school property or property of others (writing on desks/classroom)
- Not telling the truth
- Misbehavior during a fire drill
- Inappropriate behavior in the restroom (fooling around/horseplay; not respecting others' privacy)
- Writing/distributing notes in class

### **CONSEQUENCE**

**Verbal warning,  
recess detention,  
after-school detention,  
suspension**

- Cheating
- Running inside the school
- General class rule violation
- Not keeping your hands and feet to yourself (pushing, shoving, hitting, slapping)
- Poor bus behavior (not following directions the first time, not wearing seatbelt, getting out of seat, horseplay/fooling around)
- Throwing objects
- Inappropriate behavior in cafeteria/recess

**These offenses are considered “major” in nature and will be handled administratively. An offense of the following type may result in immediate suspension from school.**

**MAJOR OFFENSES**

- Damaging/defacing school property or property of others (other than writing on desks, etc.)
- Stealing/Extortion
- Making verbal, visual, written, or physical threats against another student or staff member
- Bullying/intimidation
- Obscene language or gesture towards another student/staff member
  - Hitting/punching/striking/fighting of any type
- Possession of weapons or dangerous items
- Possession of tobacco products, alcohol, or drugs (includes prescription and non-prescription)
- Possession of firecrackers, lighters, matches
- Setting off fire alarm

**CONSEQUENCE**

**Possible suspension from school**

**Immediate suspension**

**ATTENDANCE**

As per Middle Township Board of Education Regulation R5200: Attendance, the Middle Township School District shall follow the laws set forth by the State of New Jersey specifically those under Title 18A pertaining to student attendance and truancy,. Please be mindful of the following state regulations.

NJS 18A:38-25- Every parent, guardian, or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

NJS 18A:38-27- Any child between the ages 6-16 years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian, or other person having charge and control of the child is unable to cause him to attend school an any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be filed against as such.

Violations of these state statutes may result in truancy charges being filed requiring a hearing in municipal court.

Parent/Guardian must call the school office at 465-1827, Ext. 2500 to report a student’s absence. Please be advised that if a student is absent, you will receive a phone call to verify the student’s absence.

- All pupils who are absent must have a signed written excuse from home when returning.
- Students absent for THREE (3) or more consecutive days must have a doctor’s note to return to school.

- Parents/Guardians of students who miss **FIVE (5)** or more days (cumulative) may be required to meet with administration in order to develop an action plan. Once a student misses **TEN (10)** or more days of school, parents/guardians may be notified regarding a mandatory referral to the court. Parents/Guardians of students who miss **EIGHTEEN(18)** or more days during the school year will be notified of possible action such as mandated summer school or retention (**NJS 18-38:25-26**).
- Students will be considered absent when participating in a school-sponsored activity.
- Any student absent from school on the day of set activity will not be permitted to participate.
- Credit will not be given for work submitted by students who are considered to be truant.
- Absences due to a family vacation must be approved by the principal prior to the vacation itself. Please send a note to the main office and teacher with the dates of absence listed. Please be mindful that absences due to family vacation count toward the maximum number of absences allowed within a school year (**18**).
- Absences due to religious holidays "Take Your Child to Work Day", or Veterans' Day do not count toward the total number of absences allowed within a school year (**18**).

#### **Perfect Attendance:**

The only excused absences are for religious holiday, Veterans Day and "take your child to work day". If a student is not in school for those reasons, they will still be eligible for perfect attendance. If a child is late to school OR leaves school early **THREE TIMES or LESS** they are still eligible for perfect attendance. A full day is considered 9:10 a.m. to 1:00 p.m.

### **HOME INSTRUCTION**

Home instruction is designed to address temporary illness or injury. As soon as it has been determined by a student's physician that he/she will need confinement at his/her residence for at least a two (2)-week period, the parent should submit a written determination from a physician that must contain all the following documentation:

- Student name, date of birth and diagnosis
- The expected length of the period of confinement
- Physician's signature and date of request

### **HEALTH SERVICES**

School Health Services are provided to assist students and their families in attaining and maintaining optimal health and wellness. The learning potential of a student is enhanced when a child's good health permits them to attend school regularly and participate in the education process.

#### **Health Screenings:**

Throughout the school year, a number of screenings/assessments are conducted. These include height, weight, hearing, blood pressure, vision and scoliosis. Students transferring in from another state will be screened for tuberculosis. Students are screened in accordance with the State of NJ School Health Guidelines. If a referral is made and further evaluation is necessary, you will be contacted by your school nurse.

#### **Physical Examinations:**

New entrants must receive a medical examination upon entry into school. Pursuant to N.J.A.C. 6A:16:2.2 and N.J.S.A. 18A:40-4, medical examinations must be conducted by a healthcare provider chosen by the student's parent/guardian. A full report of the examination, documented, dated and signed by the medical provider, must be presented to the school. Please contact your school nurse if you do not have a medical provider to perform a physical examination. For students currently enrolled in accordance with the State of NJ School Health Guidelines, parents/guardians are reminded of the importance of obtaining regular physical examinations at least once during each of their child's developmental stages:

Early childhood (pre-school thru grade 3) • Pre-adolescence (grades 4 thru 6) • Adolescence (grades 7 thru 12)

#### **Medications:**

If your child needs to receive medication during school hours, please contact the school nurse for the forms that must be completed by your child's physician. State law requires a physician's written order before any prescription or over-the-counter medication may be dispensed in school. State Law I-2000 allows students to "self administer" medication for asthma or other potentially life threatening illnesses with written parental permission. If you decide to allow your child to "self administer" his/her medication, you must contact the nurse's office for the appropriate forms. You must also produce a physician's note certifying that the student is capable of, and has been instructed in, the proper administration of the required drug.

#### **Immunizations:**

Whenever your child receives an immunization, please send written documentation from his/her physician to the school nurse.

This will enable us to keep the student's health record up to date.



## **FAMILY LIFE EDUCATION PROGRAM**

The following is an outline of the areas covered in our Family Life curriculum in grades 4 and 5:

- Growth & Development
- Cell structure & development
- AIDS – causes and effects
- Environmental influences

### **Curriculum Materials:**

**Videotapes** • “I Got It” – for girls (on menstruation) • “Changing” – for boys and girls (puberty & development)

If you wish to review the curriculum and/or see the videos you may make arrangements with our school nurse, Nancy Polt, RN. Also, if you want your child to be excused from the Program you may obtain the required form to be completed from the nurse's office. We welcome all calls to the Health Office to discuss any of your concerns about your child and the services available. We are looking forward to a happy, healthy and productive year for you and your child.

## **FIRE DRILLS/LOCK DOWN DRILLS**

The school laws of New Jersey require that each school hold at least one (1) fire drill and one (1) lock down drill each month. Students are instructed to quickly form a line and leave the building in a quiet orderly fashion. Teachers will account for each student and an announcement will be made when students may re-enter the building.

## **GRADING SYSTEM**

The following grading system has been chosen for use at Elementary #2. This system is used as a standard when establishing student grades:

100 - 98 = A+	89 - 91 = B+	82 - 80 = C+	73 - 71 = D+	S = Satisfactory
97 - 95 = A	88 - 86 = B	79 - 77 = C	70 - 68 = D	U = Unsatisfactory
94 - 92 = A-	85 - 83 = B-	76 - 74 = C-	67 - 65 = D-	
			below 65 = failure	

**Principal's Honor Roll** (all A's) and **Honor Roll** (A's and B's) certificates are awarded at the end of each marking period.

## **PROGRESS REPORTS/REPORT CARDS**

Approximately four (4) weeks before the end of each marking period, any student who is not achieving satisfactorily will be issued a Progress Report. Students who have shown exceptional or significant improvement will also be issued a report. These will be sent home with the students to be signed by the parent and returned to the school by the students. Parent Teacher Conferences, phone calls, written notes and comments on the report cards are other methods used to convey student progress to parents/guardians. At any time during the year a parent or guardian may contact the school to set up a conference with a teacher. There will be two (2) scheduled school conferences after the first and third report card periods.

**Progress Reports:** October 5<sup>th</sup>, December 14<sup>th</sup>, March 7<sup>th</sup>, May 17<sup>th</sup>  
**Report Cards Issued:** Nov. 19<sup>th</sup>, Feb. 5<sup>th</sup>, April 15<sup>th</sup>, June 25<sup>th</sup> (sent home with student)

**Parent Conferences** will be held on

**Wed., November 14<sup>th</sup> (6pm-8pm); Thursday, November 15<sup>th</sup> (6pm-8pm); Friday, November 16<sup>th</sup> (2pm-3:30pm)**  
**Wed., March 13<sup>th</sup> (6pm-8pm); Thursday, March 14<sup>th</sup> (2pm-3:30pm); Friday, March 15<sup>th</sup> (2pm-3:30pm)**

## **PARENT/GUARDIAN VISITATIONS**

Parents/guardians are welcome to visit the school and are especially urged to make classroom visitation during "Back To School Night" and "American Education Week." Please report to the office in order that we may assist you. There are times during the year that parents are asked to chaperone a field trip. Please be advised that the classroom teacher will assign each parent several students for whom they will be responsible. We ask that parents understand, for insurance purposes and other reasons, that their child's siblings are prohibited from accompanying them on the trip.

## **PROMOTION/RETENTION POLICY**

When a student is having consistent difficulty doing grade level schoolwork, parents/guardians will be notified by letter that there is danger of their child not being promoted. If the student does not show the necessary improvement by the end of the school year, he/she may have to repeat the grade. However, if the student is working to the highest level of his/her potential, they may be promoted. We are at all times concerned with what is best for the individual child, and not simply with grade standards. Decisions to retain students will rest with a team of school personnel who are directly involved with

the student and who have been educated regarding the ramifications of retention. The classroom teacher, the guidance counselor, and the principal are key components of this team.

### **PUPIL RECORDS**

In accordance with requirements set forth in the New Jersey Administrative code (Title 6, Chapter 3, Subchapter 2 entitled "Pupil Records"), local school districts are mandated to notify parents individually at least annually of their rights in regard to pupil records and shall make copies of the applicable State and Federal Laws and local policies available upon request. Pupil records shall contain only such information as is relevant to the education of the pupil, and is objectively based on the personal observations or knowledge of the originator of the record. The local school district may not compile any other records except mandated and permitted records.

Mandated pupil records are those pupil records which the schools have been directed to compile by New Jersey statute, regulations or authorized administrative directive.

Examples are identifying data such as pupil's name, address, date of birth, name of parents and/or guardians, citizenship and sex of the pupil; record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with State regulations; and all other records required to be kept by the State regarding the education of handicapped pupils. Permitted pupil records are those which a local board of education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples are group achievement and intelligence tests; aptitude tests and interest inventories; systematically gathered teacher or counselor ratings; and observations and verified reports of serious or recurrent behavior patterns. Parents/guardians interested in reviewing their child's records should contact the school to arrange for a conference. Board policy requires the filing of an application 48 hours prior to the inspection of the records.

### **NEW ENTRANTS**

Students transferring need the following:

- A transfer card must be sent to us from the last school or presented at the time of registering
- Two (2) proofs of residency, such as driver's license, tax bill, utility bill, voter registration card or lease agreement that must contain your current address
- Proof of immunization
- Report card from previous school, which includes standardized test scores

### **PARENT/TEACHER ORGANIZATION**

The Elementary #1 and #2 P.T.O. will meet regularly during the school year. The parents/guardians will be notified of P.T.O. events by written message from each school regarding the date and place where programs will be presented. Should you need to contact the P.T.O., you may call them directly at 465-1827, ext. 2606.

#### **P.T.O. OFFICERS:**

Jen McDonnell, President  
Jackie Kelley, Treasurer

Melissa Jablonski, Vice President  
Merrilee Hurley, Secretary

### **FUNDRAISING**

Students are not to engage in fundraising, solicitation or any sale of items before, during or after the school day. Elementary #2 has several school-approved fundraising activities; however, these fundraisers do not require in-school sales or solicitation. In addition, we are asking parents not to send students to school with "out of school" fundraising programs or solicit for them from other students and staff.

### **SCHOOL LIBRARY/MEDIA CENTER**

Our school has a very well-equipped library. There will be time for teachers to take students to the library during the regular school day. This will continue throughout the school year. Students may return library books to the librarian between 9:00 and 9:30 AM, after receiving permission from the teacher. Students may sign out books and materials from the school library during the year. These books, as well as classroom textbooks, must be cared for and returned. Students who return books and materials late or damaged will be assessed an appropriate fine. Parents are responsible for paying for any fines incurred. If the student fails to satisfy this obligation, the student's report card will not be issued on the last day of school. The report card may be obtained at the school office when the obligation is paid.

### **SCHOOL PROPERTY**

Parents and guardians are held responsible for any damage done to school property, including textbooks, school buses, computers and any other property of the Middle Township Board of Education. Parents/guardians will be required to reimburse the Middle Township Board of Education for all damages.

**MIDDLE TOWNSHIP SCHOOL DISTRICT – Elementary #2  
STANDARD CODE OF DRESS**

The actual standard code of dress for students in grades PK through twelve, shall be as follows:

<b>SHIRTS</b>	
<b><u>ACCEPTABLE</u></b>	<b><u>NOT ACCEPTABLE</u></b>
<ul style="list-style-type: none"> <li>Any SOLID color</li> <li>Collared golf shirts, dress shirts, turtleneck, ¼ zip or Full-zip Northface® style.</li> </ul>	<ul style="list-style-type: none"> <li>Tank tops, T-shirts, thin strapped tops, tube tops, Henley shirts;</li> <li>Mesh, sheer, denim and denim-like material</li> <li>Fish-net styles, and clothing which exposes the back, chest, shoulders or midriff;</li> <li>Stripes or patterns.</li> </ul>
<b>SWEATERS AND SWEATSHIRTS</b>	
<b><u>ACCEPTABLE</u></b>	<b><u>NOT ACCEPTABLE</u></b>
<ul style="list-style-type: none"> <li>Crew-necked, V-necked or cardigans cover collared shirts or turtleneck;</li> <li>¼ and Full-zip do not require a collar to be worn underneath;</li> <li>Any SOLID color.</li> </ul>	<ul style="list-style-type: none"> <li>Coats, hats, gloves and any type of outdoor wear may not be worn in the classrooms, hallways, or cafeteria during the regular school day.</li> <li>Sheer, denim and denim-like material.</li> </ul>
<b>PANTS, SHORTS, SKIRTS AND DRESSES</b>	
<b><u>ACCEPTABLE</u></b>	<b><u>NOT ACCEPTABLE</u></b>
<ul style="list-style-type: none"> <li>Docker-style, dress pants, Capri pants, joggers, leggings, shorts, skirts, dresses, jumpers;</li> <li>Skirts, shorts and dresses must be of an appropriate/acceptable length;</li> <li>Dresses must have collars</li> <li>Any SOLID color.</li> </ul>	<ul style="list-style-type: none"> <li>Painter’s pants, overalls, jeans, sweatpants, pajama pants, basketball/mesh/gym shorts;</li> <li>Sheer, denim and denim-like material;</li> <li>Chain-link and metal belts.</li> </ul>
<b>FOOTWEAR</b>	
<b><u>ACCEPTABLE</u></b>	<b><u>NOT ACCEPTABLE</u></b>
<ul style="list-style-type: none"> <li>Shoes with rubber or hard soles and sneakers.</li> <li>Dress sandals (must have strap along the ankle/heel).</li> <li>Solid colored pantyhose or tights.</li> </ul>	<ul style="list-style-type: none"> <li>Flip-flops, Shower shoes, Bedroom slippers;</li> <li>Fishnet or patterned stockings.</li> </ul>
<b>SPIRIT WEAR</b>	
<p>All Middle Township Spirit Wear is NOW acceptable, except for the following: <b>NO gym shorts, NO sweatpants, NO Hats, NO Coats, NO Head Gear/Athletic Gear</b></p>	
<b><u>Physical Education Days – Optional Clothing</u></b>	
<p>Students are permitted to wear the Standard Code of Dress or they have the option to wear the following: SOLID GRAY <b>OR</b> Spirit Wear T-shirt, sweatshirt, shorts and/or sweatpants.</p>	
<p>In the event of an <b><u>ANNOUNCED</u></b> schoolwide casual day, students may NOT wear swimwear, flip-flops, tank tops, sheer fabrics, clothing which exposes the back, chest, shoulders or midriff, costumes, pajamas or other clothing deemed inappropriate by the administration.</p>	

## **All clothing must be appropriately fitted and worn in good taste.**

Students are expected to wear the designated standard code of dress daily. Students may not elect to wear personal choice attire other than the designated dress code components. Failure to comply with the standard code of dress will result in the following disciplinary action:

**First Offense:** Any student found to be out of the standard code of dress will have the following choices:

- Contact parent/guardian to bring the appropriate clothing to school for him/her to change.
- Receive verbal permission from parent to borrow the appropriate clothing from the school nurse.
- Items must be laundered and returned to the nurse within three (3) days.

**Second Offense:** See first offense. An additional lunch/recess detention may be given.

**Third Offense:** See first and second offenses. Student may be issued an After School Detention.

Additional offenses will be dealt with at the Administrator's discretion. Parent/Guardians may be required to meet with the Principal for habitual offenders. Additionally, the Superintendent and, ultimately, the Board of Education may be involved.

### **PHYSICAL EDUCATION CLASSES**

All students who are physically able must take Physical Education. Sneakers are required for safety and health reasons. The mandated Health, Safety and Physical Education (18A:35-8) at Elementary #2 is met through bi-weekly Physical Education classes, a weekly health lesson and daily recess.

### **SCHOOL LUNCH/BREAKFAST PROGRAM**

The MTBOE participates in the Federal School Lunch/Breakfast Program and is able to supply nutritious low cost lunches and breakfasts, as well as, free and reduced lunches and breakfasts for children. Breakfast begins at 8:50 and ends promptly after the first bell rings at approximately 9:05. We are participating in the Program using the "Type A" Lunch and Breakfast. **Student lunch cost is \$2.75; reduced lunch cost is .40 cents.** Students who wish to bring their own lunch may do so. Milk may be purchased at .40 cents per pint. **Breakfast is available at a cost of \$1.65; .30 cents for reduced.** These prices are subject to change. Parents will receive notifications should these prices change.

It is required that all parent/guardians complete the Lunch Forms that will be sent home with each child. Upon return of these forms, reduced and free eligibility will be determined and recipients will be notified. We are utilizing a computerized cafeteria register system. Every student is entered into the system and identified as they come through the serving line. All student ID screens have a similar appearance; therefore, children receiving benefits from the above program do so without the knowledge of their peers.

For those paying full or reduced lunch prices, parents may choose to send funds to put on the student's cafeteria account. Each month a menu will be sent home indicating both full and reduced lunch prices for the week and month as a guideline for how much money to send, although any amount may be applied to an account. Please refer to the monthly lunch menu or call the cafeteria office for more details.

We also ask that students refrain from borrowing and/or lending money to other students during school hours. It is against school policy and sometimes creates unwarranted situations. If special circumstances arise, we ask that the student please come to the office or notify his/her homeroom teacher.

### **TRANSPORTATION**

The transportation director is the coordinator for all Middle Township Schools and is in charge of planning the bus routes, assigning the children to buses and keeping everyone informed of changes that take place pertaining to transportation. The transportation department can be reached at 465-5520, ext. 5811, 5812, or 5810.

#### ***Procedures for Transportation:***

In order to maintain an efficient and safe transportation system, it is critical that routes and passengers remain consistent. Special arrangements can be made if it is necessary for a child to be picked up and/or dropped off **EVERYDAY** of the week at a location other than home. The permanent weekly transportation schedule for your child(ren) will be kept on file in the school office as well as in the Transportation Department.

**The district DOES NOT honor requests for daily, weekly or monthly bus stop changes, except in emergency situations. If, in accordance with the above stated procedure, a change in bus stop becomes necessary, a note must be forwarded to the school office and a phone call should be made to guarantee receipt of the request. When possible, both should be done twenty-four (24) hours in advance to guarantee implementation and to ensure safety.**

### **BUS RIDING RULES**

- All pupils must be seated while the bus is in motion as well as before starting and stopping.
- Seat belts must be properly worn by all students (on buses equipped with seat belts only).
- Absolutely no eating or drinking while riding the bus.
- No alcoholic beverages, drugs or other foreign substances shall be permitted on the bus.
- Students are not permitted to have knives, scissors or dangerous items that could cause harm.
- Nothing shall ever be thrown in or from a bus while it is standing or in motion.
  
- No student is permitted to touch an exit door, except in the event of an emergency.
- No pushing, shoving, fighting or other disruptive behavior; all incidents will be reported to the office.
- Pupils may not be allowed to leave the bus once they have entered, except at a regular stop.
- Athletic or recreational items are not permitted on the bus at any given time.
- NO PROFANITY or otherwise abusive language will be permitted.
- Parents are not permitted to enter the school bus or ride the bus without the driver's permission.

**VIOLATION OF ANY OF THE ABOVE OR ANY OTHER INAPPROPRIATE CONDUCT IS CAUSE FOR DISCIPLINARY ACTION THAT MAY LEAD TO BUS SUSPENSION!**

### **BULLYING POLICY**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is (are) reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, or computer.

#### **Pupil Expectations:**

1. The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.
2. Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

3. The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:
  - a) Pupil responsibilities (e.g. requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
  - b) Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
  - c) Pupil rights; and
  - d) Sanctions and due process for violations of the Code of Pupil Conduct.
4. The District prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:
  - a) Walk away from acts of harassment, intimidation, and bullying when they see them;
  - b) Constructively attempt to stop acts of harassment, intimidation, or bullying;
  - c) Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
  - d) Report acts of harassment, intimidation, and bullying to the designated school staff member.
5. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.
6. Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
7. Factors for Determining Consequences
  - a) Age, developmental and maturity levels of the parties involved and their relationship to the school district;
  - b) Degrees of harm;
  - c) Surrounding circumstances;
  - d) Nature and severity of the behavior(s);
  - e) Incidences of past or continuing patterns of behavior;
  - f) Relationships between the parties involved; and
  - g) Context in which the alleged incidents occurred.

8. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

- a) The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
- b) A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- c) The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or

- d) The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.
9. The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

Pupils – Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

10. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement between Education and Law Enforcement Officials.

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy.

1. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident.
2. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Board of Education recognizes that a false report of harassment, intimidation or bullying may in and of itself be a form of such conduct. The Board of Education believes that there should be consequences attendant to a false report of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 ("Discipline of Student"). A school employee found

to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreement, and further in accordance with the laws and regulations covering the discipline of public employees. The consequences and appropriate remedial action for a visitor or volunteer found to have made a false

claim against another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, and may include a report to the appropriate law enforcement authorities.

### **SEXUAL HARASSMENT**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils by school employees, other pupils (peers), or third parties. The Board of Education shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and hostile environment.

*"Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcome sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm. Hostile environment sexual harassment is sexually harassing conduct (which can*

*include unwelcome sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by an employee, by another pupil or by a third party, that is sufficiently severe, persistent or*

*pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment."*

This policy protects any person from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment by school district employees, other pupils or third parties. Anyone who believes that he or she has been sexually harassed is encouraged to immediately report it to a responsible adult. This could include parents, school employees or others in whom the person has confidence. The important thing is to tell someone immediately so that appropriate action can be taken.

The Middle Township Board of Education requires that staff and students annually review the policies and laws dealing with

sexual harassment. This is generally scheduled at the beginning of the school year. Your child will receive parent notification

from his/her physical education teacher. Any parent, guardian or caregiver who objects to the teacher review of the sexual harassment policy with their child should notify the building principal in writing and his/her child will be excused from that segment of the class without penalty.

### **GRIEVANCE PROCEDURE AND AFFIRMATIVE ACTION**

The Middle Township Board of Education and its representatives of school bargaining units are aware of and adhere to rules

and regulations pertaining to equality in educational programs as promulgated in State and Federal Laws. Whenever any employee, student or parent/guardian feels that there has been discrimination, he/she may file a grievance through the school Principal. If an individual is not satisfied with the result of the initial grievance, he/she may request further relief from the

Affirmative Action Officer. The Affirmative Action Officer shall, within five (5) days, bring the grievance to the attention of the Superintendent. The Superintendent shall, within fifteen (15) days after receiving the complaint from the Affirmative Action Officer, review the situation in consultation with the Affirmative Action Officer and the grievant, notifying the grievant of the decision.

If an individual is not satisfied with the decision of the Superintendent, he/she may request further relief from the Middle Township Board of Education. The Board shall, within twenty (20) days, notify the grievant of its decision. When an individual is not satisfied with the action taken by the Middle Township Board of Education, the case shall be presented to the county, state or federal agency having jurisdiction.

**NOTE:** There is a complete Affirmative Action Plan on file in the school office and the Superintendent's office. This is



available for review upon request. Lyn Langford is the Affirmative Action Officer and can be reached at 465-1800, ext. 3102 or by writing to her at 216 South Main Street, Cape May Court House, NJ 08210. (See attached Grievance Form.)

# Middle Township Public Schools

ADMINISTRATION BUILDING  
216 South Main Street  
Cape May Court House, New Jersey 08210-2499  
PHONE: (609)465-1800 ext. 3100  
FAX (609)463-1979



Dr. David Salvo, *Superintendent of Schools*

## Middle Township School District Harassment, Intimidation, & Bullying Written Incident Report

Name of person making the report: \_\_\_\_\_ Date: \_\_\_\_\_

Employee  Student  Board Member  Parent  Other \_\_\_\_\_  
(Please Explain)

Contact Information: e-mail address: \_\_\_\_\_ phone number: \_\_\_\_\_

Name and grade of Alleged Victim(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe that I witnessed bullying/or I am the alleged victim of bullying/or I have reasonable belief bullying is occurring in the following form(s) based upon an actual or perceived characteristic.

### Actual or Perceived Characteristic:

Race  Color  Religion  Ancestry  National Origin  Gender  Sexual Orientation  
 Gender Identity and Expression  Mental or Physical Sensory Disability  
 Any Other Distinguishing Characteristic: \_\_\_\_\_  
(Please Explain)

### Type of Bullying:

- Physical Bullying (pushing, shoving, hitting, threats, vandalism, theft, etc.)
- Emotional Bullying (name calling, insults, teasing, harassing phone calls / texts, I-Ms, etc.)
- Social Bullying (gossiping, teasing about appearance, exclusion, public humiliation, etc.)
- Cyber-Bullying (texting / messaging threats, defamatory posts, derogatory emails, etc.)
- Other (please describe): \_\_\_\_\_  
\_\_\_\_\_

Name and grade of the person(s) that are engaging in the alleged bullying behaviors: \_\_\_\_\_  
\_\_\_\_\_

Date and approximate time of the incident(s): \_\_\_\_\_  
\_\_\_\_\_

### Location of the incident(s):

On-School Property \_\_\_\_\_  
 School Bus \_\_\_\_\_  
 School Sponsored Function: \_\_\_\_\_  
 Off School Grounds \_\_\_\_\_

Were there witnesses to the incident? List the names of any/all potential witnesses: \_\_\_\_\_

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**Other Comments/Relevant Information:** \_\_\_\_\_

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Describe, to the best of your ability, the incident of harassment, intimidation, and/or bullying. Be certain to use specific details related to the incident including all names of those involved, any education disruptions which occurred and any statements or context necessary to evaluate the allegations (for example, present or prior relationship if any of the parties, etc...) (*attach additional sheets of paper if necessary*):

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

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**IF INDIVIDUAL IS UNABLE TO FILL OUT THIS REPORT**

Name of employee recording this report: \_\_\_\_\_

Signature of employee recording this report: \_\_\_\_\_

Signature of individual providing information: \_\_\_\_\_